



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUITING COMMAND  
3280 RUSSELL ROAD  
Quantico, VA 22134-5103

IN REPLY REFER TO  
1500  
G-7  
19 Jul 01

From: Commanding General, Marine Corps Recruiting Command (MCRC)  
To: Commanding General, Marine Corps Combat Development  
Command (C 461M) 3300 Russell Road Suite 119, Quantico,  
Virginia 22134-5029

Subj: PROGRAM OF INSTRUCTION FOR OPERATIONS COURSE (OPSC); (SSC: )

Ref: (a) MCO 1553.2\_ Management for Marine Corps Formal  
Schools and Training Centers

Encl: (1) Program of Instruction for Operations Course

1. The Program of Instruction (POI) for the Operations Course is  
submitted in accordance with MCO 1553.2

2. This Program of Instruction has been developed in accordance with  
MCO 1553.2 w/CH 1 Dated 19 Jun 91, Management for Formal Schools and  
Training Centers. This POI reflects the Course Descriptive Data (CDD)  
approved by the Commanding General, MCCDC letter C 461M dated 16 Nov  
2000.

3. MCRC point of contact is MGySgt Preston E FORD (703) 784-9425.

A handwritten signature in black ink, appearing to read "L. P. Sposato".

L. P. SPOSATO  
By direction

# OPERATIONS COURSE

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Changes

# OPERATIONS COURSE

## TABLE OF CONTENTS

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VIII.....	Distribution

## OPERATIONS COURSE

### SECTION I - COURSE DISCRIPTIVE DATA

- |   |  |
|---|--|
| 1. Course Title   | OPERATIONS COURSE  |
| 2. Location   | MCRD ,WESTERN RECRUITING REGION<br>(WRR)<br>MCRD , EASTERN RECRUITING<br>REGION (ERR)  |
| 3. Marine Corps Service School<br>Code                                |  |
| 4. Other Service Course Number  | NA   |
| 5. Military Assistance<br>Program Articles and<br>Service List Number | NA   |
| 6. Purpose  | To provide Marines with<br>the core plus skills<br>to perform the duties<br>of a Recruiting Station<br>Operations Officer/Chief  |
| 7. Scope  | This course includes<br>instruction on the billet<br>specific requirements for the<br>duties and responsibilities<br>required of a Recruiting<br>Station Operations<br>Officer/Chief |
| 8. Length (Peacetime)   | 5 Training days  |
| 9. Curriculum Breakdown<br>(Peacetime)                                | - 40.00 academic hours<br>- 34.00 hours lecture<br>- 5.00 hours<br>practical application<br>- 1.00 hours written<br>evaluation   |
| 9. (Cont.)  | - 6.5 administrative<br>hours<br>- 1.00 hours<br>AC/S time<br>- 5.00 hours lunch<br>- .50 hour<br>graduation time  |
| 10. Length (Mobilization)   | Same as peacetime  |
| 11. Curriculum Breakdown<br>(Mobilization)                            | Same as peacetime  |

# OPERATIONS COURSE

## SECTION I - COURSE DISCRIPTIVE DATA

12. Maximum Class Capacity 30
13. Optimum Class Capacity 20
14. Minimum Class Capacity 15
15. Class Frequency This Course is conducted four times a year. Twice a year at both Marine Corps Recruit Depots.
16. Student Prerequisites Must be assigned the Duties as the Recruiting Stations Operations Officer/Chief.
17. MOS Received None
18. Quota Control CG, WRR, ERR, MCRC
19. Funding Request TAD funding from TECOM
20. Reporting Instructions Upon assignment as Recruiting Station Operation Officer/Chief and report to the Perspective Region assigned, IAW a published LOI.
21. Instructor Staffing Both regional AC/S Recruiting sections provides instructors. These Marines are assigned to AC/S Recruiting and drawn from the Recruit Liaison Section to instruct as a collateral duty.

Line #	Description	Rank	Mos	Req	On Hand
845	Recruit Liaison Chief	MSgt	8412	1	1
846	Recruit Interviewer	MSgt	8412	1	1
847	Recruit Interviewer	GySgt	8412	1	1
22.	School Overhead	See enclosure (3), Table			
23.	Training/Educational	In addition to the T/E requirements, The following			

# OPERATIONS COURSE

## SECTION I - COURSE DISCRIPTIVE DATA

Support is required to  
teach this course:

### Annual Class Requirements

Item	# per Student	# per Class	# per Year	Est. Cost
Vol III (Recruiting Station Operations Procedures Manual)	1	30	120	4500.00
Military Processing Procurement Manual (MPPM)	1	30	120	2400.00
Binders	1	30	120	360.00
Outlines	1	30	120	268.00

24. Task List

See enclosure (6)

# OPERATIONS COURSE

## SECTION II - SUMMARY

### 5 Training Days

ACADEMIC SUBJECT	HOURS		ANNEX
	P	M	
Activity Report Book	1.0	1.0	A
Analyze Daily and Weekly #s	2.0	2.0	B
Analyze Activity Analysis	1.5	1.5	C
Working Applicant Log	1.5	1.5	D
Mental Test Scheduling & Results Book	1.0	1.0	E
Meps Scheduling and Results	1.0	1.0	F
Applicant Scheduling and Results Book	1.0	1.0	G
Meps Daily Report	1.0	1.0	H
Priority Prospect Card Program	1.5	1.5	I
Reenlistment Card Program	1.5	1.5	J
Reserve Referral Report	1.0	1.0	K
Enlistment of Non Prior Service Reserves	1.0	1.0	L
Residual Packages	1.0	1.0	M
Waivers	2.0	2.0	N
Pool File and Ship File	1.0	1.0	O
20% Random Verification	2.0	2.0	P
Arms T Logs and Reports	1.0	1.0	Q
Mission Planning at the RS	1.0	1.0	R
RS Mission Planning Book	1.0	1.0	S
The 5022a	1.0	1.0	T
Productivity and Shipping Records	1.0	1.0	U
The Seven Status Boards	1.0	1.0	V
Rss Monthly Report Folders	1.0	1.0	W
RS Report Folders	1.0	1.0	X
Pool Program Management	2.5	2.5	Y
EPSG	2.5	2.5	Z
<u>* Student Evaluation</u>			
(Exit Exam)	1.0-	1.0	
(Practical Application)	5.0	5.0	
Sub Total	40.0	40.0	
<b><u>ADMINISTRATIVE SUBJECTS</u></b>			
Admin Time	6.5	6.5	
AC/S Time (Brief's Etc.)	1.0	1.0	
Graduation	1.0	1.0	
Lunch / Dinner	5.0	5.0	
Sub Total	13.5	13.5	
<b>Grand Total</b>	<b>53.5</b>	<b>53.5</b>	

OPERATIONS COURSE  
SECTION II - SUMMARY  
5 Training Days

\* NOTE: See Section V

## OPERATIONS COURSE

### SECTION III - BODY

#### Peacetime/Mobilization - 5 Training Days

##### SUBJECT

- |  |   |
|--|---|
| A. Activity Report Book                  | This subcourse explains to the OPSO/OPS Chief how to properly maintain the Activity Reports Book.                     |
| B. Analyze Daily and Weekly #'s          | This subcourse explains to the OPSO/OPS Chief how to Analyze Daily and Weekly #'s.                                    |
| C. Analyze Activity Analysis             | This subcourse explains to the OPSO/OPS Chief how to Analyze the Monthly Activity Analysis.                           |
| D. Working Applicant Log                 | This subcourse explains to the OPSO/OPS Chief how to properly maintain and fill out the Working Applicant Log.        |
| E. Mental Test Scheduling & Results Book | This subcourse explains to the OPSO/OPS Chief how to properly maintain the Mental Test Scheduling & Results Book.     |
| F. MEPS Scheduling and Results Book      | This subcourse explains to the OPSO/OPS Chief how to properly maintain the MEPS Scheduling and Results Book.          |
| G. Applicant Scheduling and Results Book | This subcourse explains to the OPSO/OPS Chief how to properly maintain the Applicant Scheduling and Results Book.     |
| H. Meps Daily Report                     | This subcourse explains to the OPSO/OPS Chief how to properly maintain the Meps Daily Report.                         |
| I. Priority Prospect Card Program        | This subcourse explains to the OPSO/OPS Chief how to properly maintain and manage the Priority Prospect Card Program. |

## OPERATIONS COURSE

### SECTION III - BODY

#### Peacetime/Mobilization - 5 Training Days

- |   |   |
|---|---|
| J. Reenlistment Card Program                | This subcourse explains to the OPSO/OPS Chief how to properly maintain and manage the Reenlistment Card Program.                          |
| K. Reserve Referral Report                  | This subcourse explains to the OPSO/OPS Chief how to properly maintain and manage the Reserve Referral Report.                            |
| L. Enlistment of Non Prior Service Reserves | This subcourse explains to the OPSO/OPS Chief how to properly assign schedule and track Reserve Enlistments                               |
| M. Residual Packages                        | This subcourse explains to the OPSO/OPS Chief how to properly QC and maintain Residual Packages.  |
| N. Waivers                                  | This subcourse explains to the OPSO/OPS Chief how be familiar with information and policies pertaining to waivers of enlistment criteria. |
| O. Pool File and Ship File                  | This subcourse explains to the OPSO/OPS Chief how to properly maintain both the Pool File and the Ship File.                              |
| P. 20% Random Verification                  | This subcourse explains to the OPSO/OPS Chief how to properly maintain and conduct the 20% Random enlistment Data Verification Program.   |
| Q. Arms T Logs and Reports                  | This subcourse explains to the OPSO/OPS Chief how to properly review all T Logs for accuracy and maintain all required ARMS Reports.      |

## OPERATIONS COURSE

### SECTION III - BODY

#### Peacetime/Mobilization - 5 Training Days

R. Mission Planning at the RS	This subcourse explains to the RS Command Group Member how to establish an RS Annual Mission Plan.
S. RS Mission Planning Book	This subcourse explains to the OPSO/OPS Chief how to properly maintain the RS Mission Planning Book.
T. The 5022A	This subcourse explains to the OPSO/OPS Chief how to properly audit the 5022A.
U. Productivity and Shipping Records	This subcourse explains to the OPSO/OPS Chief how to properly maintain Productivity and Shipping records for each recruiter.
V. The Seven Status Boards	This subcourse explains to the OPSO/OPS Chief how to properly maintain the Seven Status Boards.
W. RSS Monthly Report Folders	This subcourse explains to the OPSO/OPS Chief how to properly maintain RSS Monthly Report Folders on each RSS.
X. RS Report Folders	This subcourse explains to the OPSO/OPS Chief how to properly maintain a RS Report Folder.
Y. Pool Program Management	This subcourse explains to the OPSO/OPS Chief how to effectively manage the Pool Program.
Z. EPSQ	This subcourse explains to the OPSO/OPS Chief how to properly complete the Electronic Personnel Security Questionnaire.

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX A - ACTIVITY REPORT BOOK

LESSON DESIGNATOR:  
OPS.A

LESSON TITLE:  
Activity Report Book

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	S,SP,WC

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Activity Reports Book in accordance with Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, record and maintain the Daily Report in accordance with Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, record and maintain the Weekly/Monthly Report in accordance with Volume III, Guidebook for Recruiting Station Operations.

(3) Given the billet of Operations Officer/Operations Chief and without the aid of references, record and maintain the Monthly Report in accordance with Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for Recruiting Station Operation

OPERATIONS COURSE

SECTION IV - ANNEXES

ANNEX B - ANALYZE DAILY AND WEEKLY NUMBERS

LESSON DESIGNATOR:  
OPS.B

LESSON TITLE:  
Analyze Daily and Weekly  
Numbers

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L,D	S,SP,WC

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, analyze daily and weekly processing results, in accordance with Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, analyze the results of daily prospecting activities in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, analyze weekly prospecting activities and processing results in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX C - ANALYZE ACTIVITY ANALYSIS

LESSON DESIGNATOR:  
OPS.C

LESSON TITLE:  
Analyze Activity Analysis

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L, D	S, SP, WC

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, analyze the Monthly Activity Analysis in accordance with Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the purpose of developing an Activity Analysis for the RS/RSS in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the sources of data for the Activity Analysis in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, list the two general areas of analysis in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (4) Given the billet of Operations Officer/Operations Chief and without the aid of references, conduct a step by step analysis of the Activity Analysis in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX D - WORKING APPLICANT LOG

LESSON DESIGNATOR:  
OPS.D

LESSON TITLE:  
Working Applicant Log

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L,D	S,SP,WC

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Working Applicant Log in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, control applicant processing in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, track new working applicants in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, analyze the working applicant sheets in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX E - MENTAL TEST SCHEDULING AND RESULTS BOOK

LESSON DESIGNATOR:  
OPS.E

LESSON TITLE:  
Mental Test Scheduling and  
Results Book

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L, D	VP, VT, E, IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Mental Test Scheduling and Results Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, schedule applicants utilizing the Mental Test Scheduling and Results Sheet in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, cross check the Working Applicant Log against the Mental Test Scheduling and Results Sheet in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(3) Given the billet of Operations Officer/Operations Chief and without the aid of references, record, track, and maintain mental test results in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(4) Given the billet of Operations Officer/Operations Chief and without the aid of references, analyze the Mental Test Scheduling and Results Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX F - MEPS SCHEDULING AND RESULTS BOOK

LESSON DESIGNATOR:  
OPS.F

LESSON TITLE:  
Meps Scheduling and Results  
Book

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D,	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the MEPS Scheduling and Results Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, schedule applicants utilizing the MEPS Scheduling and Results Sheet in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, record, track, and maintain the MEPS Scheduling and Results Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

OPERATIONS COURSE

SECTION IV - ANNEXES

ANNEX G - APPLICANT SCHEDULING AND RESULTS BOOK

LESSON DESIGNATOR:  
OPS.G

LESSON TITLE:  
Applicant Scheduling and  
Results Book

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L, D	VP, VT, E, IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the MEPS Scheduling and Results Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

Given the billet of Operations Officer/Operations Chief and without the aid of references, combine the Mental Test Scheduling and Results Book and the MEPS Scheduling and Results Book into a Single Applicant Scheduling and Results Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

# OPERATIONS COURSE

## SECTION IV - ANNEXES

### ANNEX H - MEPS DAILY REPORT

LESSON DESIGNATOR:  
OPS.H

LESSON TITLE:  
Meps Daily Report

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1 - 1	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the MEPS Daily Report Folder in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, review the MEPS Daily Report for accuracy in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, file and maintain the MEPS Daily Report Folder in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX I - PRIORITY PROSPECT CARD PROGRAM

LESSON DESIGNATOR:  
OPS.I

LESSON TITLE:  
Priority Prospect Card Program

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, assist in the management of the Priority Prospect Card Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the PPC program definitions in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the PPC return rate goal in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the PPC program contract goal in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (4) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the PPC workable leads goal in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (5) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the PPC workable to contract goal in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (6) Given the billet of Operations Officer/Operations Chief and without the aid of references, develop an annual plan for PPC Program accomplishments in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (7) Given the billet of Operations Officer/Operations Chief and without the aid of references, be able to prepare and analyze the Monthly/FYTD PPC report in accordance with the Volume III, Guidebook for Recruiting Station Operations.

OPERATIONS COURSE

SECTION IV - ANNEXES

ANNEX I - PRIORITY PROSPECT CARD PROGRAM

LESSON DESIGNATOR:  
OPS.I

LESSON TITLE:  
Priority Prospect Card Program

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, assist in the management of the Priority Prospect Card Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(8) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the purposes of the PPC Program Report in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(9) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the purposes of the ARMS/PPC Match Report in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(10) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the purposes of the PPC Dump Report in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX J - REENLISTMENT CARD PROGRAM

LESSON DESIGNATOR:  
OPS.J

LESSON TITLE:  
Reenlistment Card Program

Page 1 of 2

<u>HOURS</u>	<u>P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5	- 1.5	L, D	VP, VT, E, IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the RS Reenlistment Card Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify who has responsibility for the Reenlistment Card Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the source of the Reenlistment Card and Initial Reenlistment Letter in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(3) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the parts of the Reenlistment Card in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(4) Given the billet of Operations Officer/Operations Chief and without the aid of references, process the Reenlistment Card upon receipt in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(5) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the actions to be taken at the RSS in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(6) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Reenlistment Card File in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(7) Given the billet of Operations Officer/Operations Chief and without the aid of references, process the Reenlistment Contact Report Card (part IV) in accordance with the Volume III, Guidebook for Recruiting Station Operations.

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX J - REENLISTMENT CARD PROGRAM

LESSON DESIGNATOR:  
OPS.J

LESSON TITLE:  
Reenlistment Card Program

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.5 - 1.5	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the RS Reenlistment Card Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(8) Given the billet of Operations Officer/Operations Chief and without the aid of references, complete the Reenlistment Card Program Monthly Report in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(9) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the follow-up actions for the Reenlistment Card Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(10) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the Command Group actions at RSSs in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX K - RESERVE REFERRAL REPORT

LESSON DESIGNATOR:  
OPS.K

LESSON TITLE:  
Reserve Referral Report

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** : Given the billet of Operations Officer/Operations Chief and without the aid of references, assist in the management of the Reserve Referral Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, define the Reserve Referral Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain a Reserve Referral file in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(3) Given the billet of Operations Officer/Operations Chief and without the aid of references, monitor the progress of Reserve Referrals in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX L - ENLISTMENT OF NON PRIOR SERVICE RESERVES

LESSON DESIGNATOR:  
OPS.L

LESSON TITLE:  
Enlistment of Non Prior  
Service Reserves

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, assign, schedule, and track Reserve enlistments in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, assign Reserve Quotas to RSS's in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, schedule Reserve applicants to enlist in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, demonstrate which incentive programs are available for reserve enlistee's in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (4) Given the billet of Operations Officer/Operations Chief and without the aid of references, show what post enlistment procedures are required on reservists in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

# OPERATIONS COURSE

## SECTION IV - ANNEXES

### ANNEX M - RESIDUAL PACKAGES

LESSON DESIGNATOR:  
OPS.M

LESSON TITLE:  
Residual Packages

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, QC and maintain Residual Packages in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, QC enlistment packages in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain residual packages in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX N - WAIVERS

LESSON DESIGNATOR:  
OPS.N

LESSON TITLE:  
Waivers

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, be familiar with information and policies pertaining to waivers of enlistment criteria in accordance with MCO P1100.72\_ (MPPM ENLPROC), and Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain residual packages in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the two reasons why waivers are recommended in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

(3) Given the billet of Operations Officer/Operations Chief and without the aid of references, discuss waiver responsibility in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

(4) Given the billet of Operations Officer/Operations Chief and without the aid of references, explain the "Whole Person" concept in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

(5) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify waiver authority levels in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

(6) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the Operations Section waiver responsibilities in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

(7) Given the billet of Operations Officer/Operations Chief and without the aid of references, state the MEPS Liaison waiver responsibilities in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX N - WAIVERS

LESSON DESIGNATOR:  
OPS.N

LESSON TITLE:  
Waivers

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, be familiar with information and policies pertaining to waivers of enlistment criteria in accordance with MCO P1100.72\_ (MPPM ENLPROC), and Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(8) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain a waiver logbook and a Waiver/Reenlistment Board in accordance with MCO P1100.72\_ (MPPM ENLPROC), and the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX O - POOL FILE AND SHIP FILE

LESSON DESIGNATOR:

OPS.O

LESSON TITLE:

Pool File and Ship File

Page 1 of 1

HOURS P-M

1.0 - 1.0

METHODS

L,D

TRAINING SUPPORT EQUIPMENT

VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain both the Pool File and Ship File in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, prepare an Enlistment Card in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, file all enlistment cards in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, take all necessary action required for new enlistments into the DEP in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX P - 20% RANDOM VERIFICATION

LESSON DESIGNATOR:  
OPS.P

LESSON TITLE:  
20% Random Verification

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.0 - 2.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, conduct and maintain the 20% Random Enlistment Data Verification Program in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, initiate the data verification requests on 20% of all new enlistments each month in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, track the results of those enlistee's who have been selected for the 20% Random Verification in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, prepare the 20% Random Enlistment Data Verification Program Report in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX Q - ARMS T LOGS AND REPORTS

LESSON DESIGNATOR:  
OPS.Q

LESSON TITLE:  
Arms T Logs and Reports

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L, D	VP, VT, E, IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, review the Transaction-Logs for accuracy and maintain all required ARMS Reports in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

(1) Given the billet of Operations Officer/Operations Chief and without the aid of references, review the Transaction-Logs daily for accuracy in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(2) Given the billet of Operations Officer/Operations Chief and without the aid of references, extract reports that are available in ARMS in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(3) Given the billet of Operations Officer/Operations Chief and without the aid of references, distribute the reports from ARMS in accordance with the Volume III, Guidebook for Recruiting Station Operations.

(4) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the reports from ARMS in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX R - MISSION PLANNING AT THE RS

LESSON DESIGNATOR:  
OPS.R

LESSON TITLE:  
Mission Planning at The RS

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**Terminal Learning Objective:** With the aid of references, given an assignment as a Recruiting Station Command Group Member, establish an RS Annual Mission Plan in accordance with Volume III, Guidebook for Recruiting Station Operations.

**Enabling Learning Objectives:**

- (1) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the three purposes of mission planning in accordance with Volume III, Recruiting Station Operations.
- (2) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the definitions of Component and Quality with regard to shipping in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (3) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the two objectives of Annual Mission Planning in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (4) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the five annual mission planning documents in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (5) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the purpose of the District Annual Mission Letter in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (6) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the purpose of the RS Annual New Contract Plan in accordance with Volume III, Guidebook for Recruiting Station Operations.

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX R - MISSION PLANNING AT THE RS

LESSON DESIGNATOR:  
OPS.R

LESSON TITLE:  
Mission Planning at The RS

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**Terminal Learning Objective:** With the aid of references, given an assignment as a Recruiting Station Command Group Member, establish an RS Annual Mission Plan in accordance with Volume III, Guidebook for Recruiting Station Operations.

**Enabling Learning Objectives:**

- (7) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the purpose of the RS Annual Mission Planning Sheet in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (8) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the purpose of the RS Annual New Contract Distribution Plan in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (9) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the guidelines for Direct contracting in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (10) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify in writing the purpose of contract placement using a pool development model in accordance with Volume III, Guidebook for Recruiting Station Operations.
- (11) With the aid of references, given an assignment as a Recruiting Station Command Group Member, identify the purpose of the RSS Annual Mission Letters in accordance with Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

# OPERATIONS COURSE

## SECTION IV - ANNEXES

### ANNEX S - RS MISSION PLANNING BOOK

LESSON DESIGNATOR:  
OPS.S

LESSON TITLE:  
RS Mission Planning Book

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L, D	VP, VT, E, IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the RS Mission Planning Book in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

None

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX T - THE 5022A

LESSON DESIGNATOR:  
OPS.T

LESSON TITLE:  
The 5022A

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, audit the 5022A in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the 6 parts to the 5022A in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify when the ARMS weekly 5022A is generated in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify when the ARMS 5022A is generated in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (4) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the instructions for the 5022A in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (5) Given the billet of Operations Officer/Operations Chief and without the aid of references, audit the 5022A in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (6) Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the reporting procedures for the 5022A in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

# OPERATIONS COURSE

## SECTION IV - ANNEXES

### ANNEX U - PRODUCTIVITY AND SHIPPING RECORDS

LESSON DESIGNATOR:

OPS.U

LESSON TITLE:

Productivity and Shipping  
Records

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE** : Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain productivity and shipping records for each Recruiter, RSS, and RS in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

None

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX V - THE SEVEN STATUS BOARDS

LESSON DESIGNATOR:  
OPS.V

LESSON TITLE:  
The Seven Status Boards

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L, D	VP, VT, E, IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Seven Status Boards in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the RS Ship/Pool Board in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (2) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the RSS Ship/Pool Board in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (3) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Waiver/Reenlistment Board in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (4) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Pending Discharge from the DEP Board in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (5) Given the billet of Operations Officer/Operations Chief and without the aid of references maintain the Weekly Shipping Board in accordance with Volume III, Guidebook for Recruiting Operations.
- (6) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the Female Shipping Board in accordance with the Volume III, Guidebook for Recruiting Station Operations.
- (7) Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain the RSS/Recruiter Productivity Board in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

# OPERATIONS COURSE

## SECTION IV - ANNEXES

### ANNEX W - RSS MONTHLY REPORT FOLDERS

LESSON DESIGNATOR:  
OPS.W

LESSON TITLE:  
RSS Monthly Report Folders

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain a RSS Monthly Reports Folder on each RSS in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

None

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

# OPERATIONS COURSE

## SECTION IV - ANNEXES

### ANNEX X - RS REPORT FOLDERS

LESSON DESIGNATOR:  
OPS.X

LESSON TITLE:  
RS Report Folders

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
1.0 - 1.0	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** : Given the billet of Operations Officer/Operations Chief and without the aid of references, maintain a RS Monthly Reports Folder in accordance with the Volume III, Guidebook for Recruiting Station Operations.

**ENABLING LEARNING OBJECTIVES:**

None

**REFERENCES:**

1. Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX Y - POOL PROGRAM MANAGEMENT

LESSON DESIGNATOR:  
OPS.Y

LESSON TITLE:  
Pool Program Management

Page 1 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.5 - 2.5	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** : Given the responsibility of the an RS Command Group Member understand the overall cognizance for the execution and functioning of a successful pool program per the references, Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.

**ENABLING LEARNING OBJECTIVES:**

- (1) Given the responsibility of an RS Command Group Member and without the aid of references, identify the goals of the RS Pool Program per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.
- (2) Given the responsibility of an RS Command Group Member and without the aid of references, identify the personnel involved in Pool Program Organization at the RS level per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.
- (3) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the Pool Program Manager per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.
- (4) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the Program Specialist per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.
- (5) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the NCOIC per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.
- (6) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the Recruiter per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.
- (7) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the Poolee per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX Y - POOL PROGRAM MANAGEMENT

LESSON DESIGNATOR:  
OPS.Y

LESSON TITLE:  
Pool Program Management

Page 2 of 2

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.5 - 2.5	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** : Given the responsibility of the an RS Command Group Member understand the overall cognizance for the execution and functioning of a successful pool program per the references, Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.

**ENABLING LEARNING OBJECTIVES:**

(8) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the Command Group Member per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.  
None

(9) Given the responsibility of an RS Command Group Member and without the aid of references, identify in writing the responsibilities of the Pool Program Manager per the references Guidebook for RS Operations, Volume III, MCO P1130.76 and the instruction given.

**REFERENCES:**

1.Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION IV - ANNEXES

#### ANNEX Z - ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE

LESSON DESIGNATOR:  
OPS.Z

LESSON TITLE:  
Electronic Personnel Security  
Questionnaire

Page 1 of 1

<u>HOURS P-M</u>	<u>METHODS</u>	<u>TRAINING SUPPORT EQUIPMENT</u>
2.5 - 2.5	L,D	VP,VT,E,IMS

**TERMINAL LEARNING OBJECTIVE:** : Given the billet of Operations Officer/Operations Chief and without the aid of references, complete the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 001-00 And the Defense Security Service EPSQ Customer Manual Version 2.0.

**ENABLING LEARNING OBJECTIVES:**

(1)Given the billet of Operations Officer/Operations Chief and without the aid of references, state the purpose of the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 001-00 And the Defense Security Service EPSQ Customer Manual Version 2.0.

(2)Given the billet of Operations Officer/Operations Chief and without the aid of references, state procedures for submitting the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 001-00 And the Defense Security Service EPSQ Customer Manual Version 2.0.

(3)Given the billet of Operations Officer/Operations Chief and without the aid of references, identify when to submit the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 001-00 And the Defense Security Service EPSQ Customer Manual Version 2.0.

(4)Given the billet of Operations Officer/Operations Chief and without the aid of references, identify the versions of the Electronic Personnel Security Questionnaire (EPSQ) IAW MCRC FC 001-00 And the Defense Security Service EPSQ Customer Manual Version 2.0.

**REFERENCES:**

1.Volume III, Guidebook for RS Operations

## OPERATIONS COURSE

### SECTION V - STUDENT PERFORMANCE EVALUATION

1. **SCOPE:** There are two methods used at the Operation's Course. Lesson materials are evaluated by written exam and practical application.

2. **MASTERY LEARNING:** The evaluation process utilized in this course stresses student achievement of all assigned leaning objectives. Students are expected to master 80% of all learning objectives presented during all periods of instruction. Evaluations are used to determine to mastery of the overall terminal objectives.

3. **EVALUATION OF STUDENTS:** Each student is evaluated on written and practical applications.

a. **Written Evaluations:** The students are given a written inventory examination and an exit examination of skill level proficiency of the course.

b. **Practical Application:** Students are required to demonstrate skill proficiency through practical application. Students are broken into groups and given exercise scenarios. These scenarios require thorough knowledge of course material to complete. Instructors evaluate student performance and provide feedback to ensure mastery of leaning objectives is achieved. It is the responsibility of the Operations Course staff to render assistance to each student needing help to achieve mastery.

c. **Tests:**

<u>Test Title</u>	<u>Method</u>	<u>Time</u>
Operations Exit Exam	Written	1 Hr
Command Group Exercise	Practical Application	5 Hrs

# OPERATIONS COURSE

## SECTION VI - TASK LIST

TASK GRADE NUMBER	TASK	FS	MOJT	SUST
84xx.12	<u>RECRUITING STATION OPERATIONS</u>			
84xx.12.1	MAINTAIN ACTIVITY REPORTS BOOK	P	S/12	E6-03
84xx.12.2	ANALYZE DAILY/WEEKLY PROCESSING RESULTS	P	S/12	E6-03
84xx.12.3	ANALYZE MONTHLY ACTIVITY ANALYSIS	P	S/12	E6-03
84xx.12.4	MAINTAIN WORKING APPLICANT LOG	P	S/12	E6-03
84xx.12.5	MAINTAIN MEPS MENTAL TEST SCHEDULING AND RESULTS BOOK	P	S/12	E6-03
84xx.12.6	MAINTAIN MEPS SCHEDULING AND RESULTS BOOK	P	S/12	E6-03
84xx.12.7	MAINTAIN SCHEDULING AND RESULTS BOOK	P	S/12	E6-03
84xx.12.8	MAINTAIN APPLICANT SCHEDULING AND RESULTS BOOK	P	S/12	E6-03
84xx.12.9	MAINTAIN MEPS DAILY REPORT FOLDER	P	S/12	E6-03
84xx.12.10	ASSIT IN THE MANAGEMENT OF THE PRORITY PROSPECT CARD PROGRAM	P	S/12	E6-03
84xx.12.11	ASSIT IN THE MANAGEMENT OF THE REENLISTMENT CARD PROGRAM	P	S/12	E6-03
84xx.12.12	ASSIT IN THE MANAGEMENT OF THE RESERVE REFFERAL PROGRAM	P	S/12	E6-03
84xx.12.13	ASSIGN AND TRACK RESERVE ENLISTMENTS	P	S/12	E6-03
84xx.12.14	QC AND MANAGE RESIDUAL PACKAGES	P	S/12	E6-03
84xx.12.15	BE FAMILIAR WITH INFORMATION AND POLICIES PERTAINING TO WAIVERS OF ENLISTMENT CRITERIA	P	S/12	E6-03

OPERATIONS COURSE

SECTION VI - TASK LIST

TASK GRADE NUMBER	TASK	FS	MOJT	SUST
84xx.12.16	MAINTAIN POOL AND SHIP FILE	P	S/12	E6-03
84xx.12.17	CONDUCT 20% RANDOM ENLISTMENT DATA VERIFICATION PROGRAM	P	S/12	E6-03
84xx.12.18	REVIEW THE TRANSACTION-LOGS FOR ACCURACY AND MAINTAIN ALL REQUIRED ARMS REPORTS	P	S/12	E6-03
84xx.12.19	MAINTAIN RS MISSION PLANNING BOOK	P	S/12	E6-03
84xx.12.20	AUDIT THE 5022A	P	S/12	E6-03
84xx.12.21	MAINTAIN THE RECRUITER PRODUCTIVITY BOARD	P	S/12	E6-03
84xx.12.22	MAINTAIN PRODUCTIVITY AND SHIPPING RECORDS FOR EACH RECRUITER, RSS AND RECRUITING STATION	P	S/12	E6/03
84XX.12.23	MAINTAIN THE SEVEN STATUS BOARDS	P	S/12	E6/03
84XX.12.24	MAINTAIN THE MONTHLY REPORTS FOLDER ON EACH RSS	P	S/12	E6/03
84XX.12.25	MANAGE THE POOL	P	S/12	E6/03
84XX.12.26	COMPLETE THE ELECTRONIC PERSONNEL	P	S/12	E6/03

## OPERATIONS COURSE

### SECTION VII - COURSE EVALUATION

1. **GENERAL:** This course will be continually revised through summative evaluations to assure the efficiency and effectiveness of the instructional program. Data collected will focus on student performance; instructor performance; course material and the instructional environment. If resources are available, a comprehensive assessment of the instructional program (a collective examination of student performance, instructor performance, course materials, and instructional environment) will be conducted to ensure the instructional program is meeting the goals for effective and efficient instruction. Data analysis and interpretation will be provided to the Course Content Review Board (CCRB) for review. The CCRB will carefully review the findings with the supporting data and forward a CCRB Record of Proceedings (ROP) to the Director, Formal School/Training Center. Upon arrival by the Director, the specific recommendations documented in the CCRB ROP will be implemented. Should approval by higher headquarters be needed, those recommendations will be forwarded in compliance with local school SOP.

2. **SUMMATIVE EVALUATION:**

a. **Student Performance:** Student performance will include test results, written and performance. This will provide the most direct measure of instructional effectiveness through the assurance that students are mastering anticipated learning objectives.

b. **Instructional Performance:** The instructor's performance will be evaluated to ensure the instructors are effectively and efficiently presenting instruction. Class auditors will accomplish this through the use of Instructional Rating Forms (IRF) and observation. (e.g. supervisors, coworkers)

c. **Course Materials:** Course materials (e.g. lesson plans, student materials, supplemental student materials, media, and test items) will be evaluated to ensure course objectives are effectively and efficiently met. This will be accomplished by the use of the course critiques, After Instruction Reports (AIR), and questionnaires provided to graduates.

d. **Instructional Environment:** The instructional environment will continually be reviewed to assure the instructional environment promotes transfer of learning. This will be through the observation by class auditors (e.g. supervisors, coworkers) and IRF's completed by the students.

e. **Instructional Program:** Dependent upon resources available, the Director of the formal school/training center will conduct periodic evaluations of the instructional program to ensure program continues to meet anticipated goals.

OPERATIONS COURSE

SECTION VII - COURSE EVALUATION

DISTRIBUTION:

QUANTITY

CG, MCCDC (C461)	3
CG, MCRC	1
COMMARFORLANT	1
COMMARFORPAC	1
COMMARFORRES	1
American Council on Education (ACE)	1
Marine Corps Institute (MCI)	

OPERATIONS COURSE

SECTION VIII - DISTRIBUTION LIST